

**DOWNTOWN ORILLIA MANAGEMENT BOARD
BOARD MEETING
MINUTES**

June 18, 2013 – 6:00 pm
in the DOMB Board Room
33 Mississaga St. W.

(Accessible entrance is located at the back entrance off Andrew Street)

Present: Bob Wilsey, Mariano Tulipano, Susan Willsey, Eric Cathcart, Ron Spencer
Regrets: Councillor Pete Bowen, Sarah Valiquette-Thompson, Helen DiPardo, Nick Raseta
Also Present: Lisa Thomson-Roop (staff)

1. Open Session

2. Chair – Bob Willsey

3. Call to Order – 6:05pm

4. Approval of Agenda- Carried as amended. Move Deputation motions to immediately following Deputations.

5. Disclosure of Interest - Lakehead President Golf Invitational - Eric Cathcart, employer sits the requesting committee.

6. Deputations

a. Gated Parking Systems - Allan Francoz, Michael Knight
Mr. Knight was unable to attend.

Thank you to the board for supporting this public forum.

Little over 150 replied to the online and in store survey.

Most of it was positive at the public forum.

We could put in one lot for approx. 100 thousand dollars, believe that lot 5 is the best option. 2 spots would likely be lost.

Requesting a letter of the support from the board to council and that council approve a trial basis of one lot.

7. Deputation Motions

Motion 1

Moved: Eric Cathcart

Seconded: Ron Spencer

“THAT the DMB request Orillia City Council explore and implement gated parking in lot 5.

Carried.

Direction: Include evidence from meeting and reference survey results.

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8. Minutes

May 22, 2013 – Carried.

9. Closed Session

- a. Motion to move into Closed Session

Motion 2

Moved: Mariano Tulipano

Seconded: Susan Willsey

**THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, notice is hereby given that the Downtown Orillia Management Board intends to hold a closed session meeting in the Downtown Orillia Management Board boardroom to deal with matters pursuant to Section 239(2) (d) of the said Act (Personnel Matters)
Carried.**

- b. Closed Session Items
Personnel Matter- Re: Staff Contracts
- c. Motion to rise and report to Open Session

Motion 3

Moved: Eric Cathcart

Seconded: Ron Spencer

**“THAT the Downtown Orillia Mangement Board rise and report to open session.”
Carried.**

10. Open Session

11. Motions arising from Closed Session Discussions

Motion 4

Moved: Mariano Tulipano

Seconded: Ron Spencer

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**“THAT the Board renew the contract of Lisa Thomson-Roop for a period of one year at an increased rate of 3%.
Carried.**

12. Correspondence – Information Items

- a. Development Services Department- Committee of Adjustment Decisions
 - b. Office of the City Clerk – Car Show Road Closure
 - c. Office of the City Clerk – Leacock Sidewalk Sale Closure
 - d. Office of the City Clerk – Mariposa Folk Festival Closure
 - e. Office of the City Clerk – Street Alive! Road Closure
 - f. Office of the City Clerk – Movies in Square Parking Lot Closure
 - g. Treasury Department – DMB Budget Report
 - h. Treasury Department – Detailed Trial Balance
 - i. Office of the City Clerk – BIA Levy
 - j. Canada Summer Jobs – Grant Application
 - k. Development Services Department – Committee of Adjustment Hearing Notice
 - l. Office of the City Clerk – Noise Bylaw Exemption Approval
- Received as informational*

13. Correspondence – Action Items

- a. Orillia Film Festival – Sponsorship Request –

Motion 5

Moved: Eric Cathcart

Seconded: Ron Spencer

**“THAT the Downtown Orillia Management Board offer an in-kind sponsorship to the Orillia Film Festival.
Carried.**

- b. Office of the City Clerk – Farmers Market Location – Appoint Board Member to Transition Working Group

Motion 6

Moved: Ron Spencer

Seconded: Mariano Tulipano

“THAT the Downtown Orillia Management Board recommend Sarah Valiquette-

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**Thompson to represent the DMB on the Farmers Market Transition Working Group.”
Carried.**

c. Starry Night Committee- Road Closure and Sponsorship Request

Motion 7

Moved: Eric Cathcart

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board request on behalf of the Starry Night Committee a road closure of Peter Street South between Mississaga Street and Colborne and Mississaga Street East between Peter and Front Street.

AND THAT the DMB sponsor the event in the amount of \$500.00 to be debited from the Spring Promotion account.”

Carried.

d. Plum Loco – Farmers’ Market Location – *Parking: Received as informational.*

e. Tiffin’s Creative Centre – Gated Parking – *Received as informational. Direction: write a letter clarifying the method of collecting the money.*

f. Orillia Shrine Club – Golf Tournament Sponsorship - *Received as informational.*

g. Giovanni and Perri – Gilda Fundraiser – Downtown Dollar Request

Motion 8

Moved: Mariano Tulipano

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board provide \$100 in Downtown Dollars, in dominations to be determined by the organizers of the Cuts for Gilda’s Club at Giovanni & Perri.

AND THAT the DMB promote the Orillia event on social media.”

Carried.

h. Lakehead President Golf Invitational – Sponsorship Request – Eric Cathcart left the

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table due to a conflict of interest.

Motion 9

Moved: Mariano Tulipano

Seconded: Susan Willsey

“THAT the DMB sponsor the Lakehead President Golf Invitational in the amount of \$500.00 to be debited from the Summer Promotion account.”

Carried.

i. Chad McInnes – Gourmet Station Fundraiser.

Motion 10

Moved: Mariano Tulipano

Seconded: Ron Spencer

“THAT the DMB support \$50.00 in DT dollars to support the Gourmet Station Fundraiser.”

Carried.

14. Reports

- a. Personnel/Staff Task Report – Received as informational.
- b. Financial Report -

Motion 11

Moved: Mariano Tulipano

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board pay the financials dated prior to June 18, 2013.

AND THAT the budget for the new office laptop be increased by \$225 plus HST from the original \$1500.00 to purchase an i7 with a 3 year warranty and a 1 year batter warranty and upgrade the RAM to 8GB.”

Carried.

- c. Executive Committee – Office Structure
- d. Recreation Facility – No Report

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e. Events Committee

Motion 12

Moved: Eric Cathcart

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board appoint Susan Willsey as Chair of the Events Committee to replace Sarah Valiquette- Thompson. Carried.

Motion 13

Moved: Ron Spencer

Seconded: Eric Cathcart

“THAT the DMB support the Jazz Festival with a budget in the amount of \$2200.00 to help program the festival in the core.

**This will include: Sponsor of a trio at the main show
\$5 Downtown Dollar per ticket holder at the mainshow
\$ to offset venue costs**

To be debited from the Fall promotion account.”

*Direction: Follow up after the fact to determine if the money is well spent.
Stipulate that someone report back at the November meeting from the festival.*

f. Marketing Committee

Received as informational.

g. Police Services Board – Semi Annual Report
-request an update on cameras

h. Website- *Received as informational*

i. Façade – 160 Mississaga Street East- No report.

j. EDC- *Received as informational.*

k. Parking Angel – Hire

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Motion14

Moved: Mariano Tulipano

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board hire Dawson Cooper as a parking ambassador at a rate of pay of \$9.60 per hour for 6 hours each week on Thursday’s and Friday’s.”

Carried.

- l. Parking Advisory Committee- *Received as informational*
New green P’s have been installed
- m. Transit Committee- no report.
- n. Streets Alive! - received as informational.
- o. Lakehead Update – received as informational.
- p. Chamber Update – successful perch festival. Received as informational.

15. Deputation Motions

16. Date of Next Meeting –Tuesday July 16, 2013. –DOMB Board Room

17. Adjournment – 8:20pm